

## Personnel

## Employment Regulations

## Terminations

**POLICY:**

- .01 Employees may voluntarily terminate from the Laboratory by resignation or retirement. Employees may be terminated because of reduction-in-force (*see* [AM 114](#)); for disciplinary reasons (*see* [AM 112](#)); for medical reasons (*see below*); because of denial or revocation of a security clearance; for unsatisfactory performance (*see* [AM 109](#)); or from certain types of long-term leave without pay (*see* [AM 318](#)). Policy and procedures related to termination of short-and limited-term employees are in [.07-.08](#) of this policy.

**TERMINATION FOR MEDICAL REASONS:**

- .02 As a result of an injury or illness, an employee may develop an impairment that prevents performance of the essential duties of the employee's current position. The Laboratory will make work adjustments and provide reasonable accommodation as required by applicable law. An employee who becomes unable to perform essential, assigned functions due to a disability or medical condition may be terminated from Laboratory employment.

**Use of Accrued Sick and Vacation Leave:**

- .03 An employee whose employment is terminated for medical reasons may use all accrued sick and vacation leave before the effective date of termination. Laboratory employees who are covered by a retirement plan must use all accrued sick leave before taking disability income. Vacation may be used or paid on the termination date at the straight-time hourly rate. *See also* [AM 312](#) and [AM 313](#).

**General Procedures:**

- .04 Occupational Medicine informs the employee's group and division when it is appropriate to initiate a medical termination. A termination must be reviewed by Laboratory Counsel and approved by the Health, Safety and Radiation Protection Division and the Human Resources Division.

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### SEPARATION OF SHORT- OR LIMITED-TERM EMPLOYEES:

**Separation at End of Assignment:** .05 An employee who is hired under a short- or limited-term appointment and whose appointment is not extended must be terminated from Laboratory employment as of the last day of the appointment unless there is an earlier termination.

**Early Termination:** .06 Short- and limited-term employees (including those in full-time, part-time, and casual pay status) serve at will and may be terminated at any time. The appropriate division-level manager must review and approve the termination. A limited-term employee is given at least 15 calendar days' advance written notice of the termination. A short-term employee is given at least 5 calendar days' notice of the termination.

**Formal Complaints:** .07 An employee terminated from short- or limited-term status may file a formal complaint under [AM 111](#) only if the complaint alleges that impermissible discrimination or retaliation in violation of law or Laboratory policy motivated the termination.

**DISCIPLINARY  
TERMINATION:** .08 Policies covering disciplinary termination of regular employees are outlined in [AM 112](#).

**TERMINATION FOR  
UNSATISFACTORY  
PERFORMANCE:** .09 Policies covering termination for unsatisfactory performance are outlined in [AM 109](#).

**TERMINATION BECAUSE  
OF DEATH:** .10 The supervisor must notify the Benefits Group immediately upon learning of the death of an employee and also the Staffing Group if the employee is a participant in a Special Employment Program.

**REDUCTION IN FORCE:** .11 The policy for reduction-in-force is outlined in [AM 114](#).

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**RESIGNATIONS AND  
RETIREMENTS:**

- .12 An employee, excluding a Special Employment Program employee, who plans to resign or retire, must submit a memorandum of resignation to the manager at least 14 calendar days before termination.

**Laboratory Property:**

- .13 Before termination, employees must return all on-site and off-site Laboratory property that has been issued to them. Such property may include office and computer equipment, scientific instruments, cellular phones, security badges, property passes, vehicle passes, keys, tools, clothing, books, and documents. The employee and the responsible property administrator, who must physically verify the returned property, must sign a property affidavit documenting the complete return.

**Pay for Time Worked:**

- .14 The employee must be paid for all time worked (including time spent in the termination process) for all vacation earned through termination day.

**SECURITY CLEARANCE  
CANCELLATION:**

- .15 An employee's security clearance is cancelled when the employee terminates. For Laboratory retirees moving to an affiliate or Guest Scientist position, security clearances are not terminated but are transferred to the new category.

**POINTS OF CONTACT:**

- .16 Questions about termination procedures can be directed to the organization's Human Resources Representative. Questions about benefits should be directed to the Benefits Office in the Human Resources Division.